

## Downtown Commercial Building Facade Improvement Program Grant Application

Applicant: \_\_\_\_\_

☐

Building Owner

☐

Tenant

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name of Business: \_\_\_\_\_

\_\_\_\_\_

Phone number where you can be reached during the day: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Building Owner, if different from Applicant: \_\_\_\_\_

☐

Owner written consent attached

Type of Improvements being Proposed:

☐

Design Only

☐

Restoration of Historical Elements

☐

Painting

☐

Awnings

☐

Windows/Shutters

☐

Sign

☐

Other

Briefly describe the improvements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: ☐ Historic District

Eligible properties include commercial buildings in the Historic District and along William Street up to and including the 600 block (Barton Street). Architectural Review Board approval is required for most improvements and changes in the Historic District, except for painting only.

ARB Approval Date: \_\_\_\_\_

Please submit the following information with the application to the Economic Development Authority at 706 Caroline Street, Fredericksburg, Virginia 22401 no later than 5:00 P.M. on March 1<sup>st</sup> or October 1<sup>st</sup> (or next business day if weekend). Submit ten (10) application copies.

- ☐ 1. Photographs clearly showing existing conditions of the building to be improved;
- ☐ 2. A full written description of the proposed work;
- ☐ 3. Drawings that adequately and comprehensively show the proposed project including details of cornices, windows, doors, shutters, decorative elements, awnings, signs, colors, historical elements, etc.;
- ☐ 4. List of proposed materials, including material specifications;
- ☐ 5. A written cost estimate for all aspects of the facade improvements from a contractor (or from a design professional for design services only applications);
- ☐ 6. Property owner written consent, if different from applicant;
- ☐ 7. Certificate of Appropriateness from the ARB approval (if located in the Historic District);

Total Cost of Facade Improvements: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_  
(Or Cost of Design Only Services) (Not to exceed 50% - Maximum Grant is \$10,000)

*I understand that in order for my request for a façade improvement grant to be approved, I must follow the Façade Improvement Criteria (see page 3). I also understand that monies are granted on a reimbursement basis following completion of work and inspection by the EDA. I also understand that any changes made to the project after the grant approval which have not been approved by the EDA will not be eligible for funding and may disqualify the entire project for the grant funding.*

I certify the accuracy of all information submitted with the application.

\_\_\_\_\_  
Applicant Signature, Title

\_\_\_\_\_  
Date

Please initial here that you agree to hang a banner and/or plaque recognizing the EDA as providing a grant for the project. \_\_\_\_\_

Note: For design services only applications, items 3, 4, 6 & 7 do not apply.

## **Downtown Commercial Buildings, EDA Facade Improvements Matching Grants Criteria**

1. Grants are for the correction of blighting conditions such as peeling paint, boarded up windows or windows in poor condition, replacement of missing historic elements, modification or removal of inappropriate alterations and general cosmetic improvements such as awnings and signs.
2. Commercial property owners and businesses located in commercial buildings in the City's Historic District and along William Street up to and including the 600 block are eligible. At the time of application and throughout the period of the grant project, applicants and their contractors must be in good standing with the City with respect to licenses, taxes, codes, ordinances and regulations.
3. Written cost estimates for all aspects of the façade improvement project from experienced contractors are required with the application. For design only applications, a written cost proposal from the designer is required with the application.
4. Grants are not to exceed 50% of the facade improvement project cost, including professional design fees, with a maximum grant amount of \$10,000. Grant funds are to be paid upon project completion, satisfactory evidence that all contractors have been paid by the applicant, all applicable city inspections have passed and an inspection by the EDA.
5. Applications may be submitted for the cost of professional design services only. Such grants are not to exceed 50% of the design cost with a maximum grant amount of \$750. Such grants count toward the \$10,000 grant limit. Recipients of design grants are to submit improvement grant applications in the next grant cycle, or reimburse the EDA grant.
6. Grant applications are due twice a year, March 1 and October 1. Grant approval is at the sole discretion of the EDA and there is no appeal process. Applications not approved may be resubmitted for the next cycle.
7. Unless other time periods are specified in the grant approval, the EDA may withdraw the grant approval if work is not started within 120 days or not completed within ten months, both periods from the date of the grant approval.
8. Prior to commencement of work, the applicant is required to provide copies of any required building and sign permits to the EDA.
9. Upon completion of the project, applicant must submit a signed completion notice (page 8) .
10. Copy of the Certificate of Appropriateness from the ARB (if in the Historic District) must be submitted with the grant application.

## FREQUENTLY ASKED QUESTIONS

### FREDERICKSBURG ECONOMIC DEVELOPMENT AUTHORITY DOWNTOWN COMMERCIAL BUILDINGS FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

1. What is the targeted area?

Buildings must be located in the Historic District or along William Street up to and including the 600 block (Barton Street).

2. Who is eligible to apply?

Commercial building owners and business tenants in commercial buildings in the above described areas.

3. What façade improvements qualify?

Painting, replacement of missing historic elements, modification or removal of inappropriate alterations, repairs and restoration of windows, cornices, trim, etc., awnings, shutters and signs.

4. How and when do I apply and when do I find out about the grant?

Submit an application by March 1 or October 1. The EDA's decisions are made within 45 days.

5. How much are the grants and when are they paid?

The grants are not to exceed 50% of the project cost, up to a maximum \$10,000 grant. Grant funds are paid upon project completion.

6. What are the improvement guidelines?

Guidelines for improvements are contained in the Historic District Handbook, prepared by the Architectural Review Board and available at no cost in the office of Planning and Community Development:

[http://www.fredericksburgva.gov/uploadedFiles/Planning\\_and\\_Community\\_Development/GeneralContent/Historic%20District%20Handbook.pdf?n=5802](http://www.fredericksburgva.gov/uploadedFiles/Planning_and_Community_Development/GeneralContent/Historic%20District%20Handbook.pdf?n=5802)

and the [Downtown Façade Assessment Report](#), prepared by Frazier Associates, May, 2011.

7. Who approves the grants and what criteria are used?

Grants are approved by the Board of Directors of the EDA. The EDA considers the following criteria in each round of applications: adherence to application and design guidelines, economic development value, other potential positive impact, visual prominence of the façade, degree of deteriorating conditions and comprehensiveness of the project.

8. Is technical assistance available?

Grants are available for half the cost of professional design services, up to a maximum grant of \$750. The application dates are the same as above. Grant recipients are to apply for an improvement matching grant in the next cycle or reimburse the EDA grant.

9. If the grant is approved, when do I have to complete the improvements?

Work must start within 120 days of grant approval and be completed within 10 months, unless the EDA sets a shorter or longer deadline in its approval.

10. Do I need ARB approval and permits to apply?

If the property is in the Historic District, ARB approval may be required. If required, the Certificate of Appropriateness must be submitted with the application. For questions, please contact the Planning Department at (540) 372-1179. The ARB application deadlines and meeting dates are attached. The process takes thirty (30) – sixty (60) days from application to ARB action. Copies of any required building and sign permits must be provided to the EDA prior to commencement of the work.

11. Are the EDA's grants funded by taxpayer dollars?

The EDA grants do not come from city tax dollars, but rather from fees collected on bonds issued by the EDA.

For additional information contact:

Amy Peregoy, Marketing & Information Specialist  
[aperegoy@fredericksburgva.gov](mailto:aperegoy@fredericksburgva.gov)  
Department of Economic Development & Tourism  
(540) 372-1216



## City of Fredericksburg, Virginia ARCHITECTURAL REVIEW BOARD

### 2012 FILING DEADLINES AND MEETING DATES

<b>FILING DEADLINE</b>	<b>MEETING DATE</b>	<b>PUBLIC NOTICE DATES</b>
December 16, 2011	<b>January 9, 2012</b>	December 26, 2011/ January 2, 2012
January 20, 2012	<b>February 13, 2012</b>	January 30, 2012 / February 6, 2012
February 17, 2012	<b>March 12, 2012</b>	February 27, 2012 / March 5, 2012
March 16, 2012	<b>April 9, 2012</b>	March 26, 2012 / April 2, 2012
April 20, 2012	<b>May 14, 2012</b>	April 23, 2012 / May 7, 2012
May 18, 2012	<b>June 11, 2012</b>	May 28, 2012 / June 4, 2012
June 15, 2012	<b>July 9, 2012</b>	June 25, 2012 / July 2, 2012
July 20, 2012	<b>August 13, 2012</b>	July 30, 2012 / August 5, 2012
August 17, 2012	<b>September 10, 2012</b>	August 27, 2012 / September 3, 2012
September 24, 2012	<b>October 15, 2012*</b>	October 1, 2012 / October 8, 2012
October 19, 2012	<b>November 12, 2012</b>	October 29, 2012 / November 5, 2012
November 16, 2012	<b>December 10, 2012</b>	November 26, 2012 / December 3, 2012
December 21, 2012	<b>January 14, 2013</b>	December 31, 2012 / January 7, 2013

**\*The Architectural Review Board holds its October public hearings on the third Monday of the month due to City Offices being closed on the second Monday for Columbus Day.**

The Architectural Review Board meets to conduct a public hearing and to consider applications, on the second Monday of each month at 7:30 p.m. in Council Chambers, City Hall, 715 Princess Anne Street, Fredericksburg, Virginia. The applicant or his or her representative should be present to answer questions from the Board. A second meeting may be scheduled for the fourth Monday of the month as a work session.

Applicants must submit the application and accompanying fee (payable to the City of Fredericksburg) to the Office of Planning & Community Development, Room 209 City Hall. **Submit ten (10) copies of any plans, elevations, and other supporting material. Submission of drawings or plans larger than 11x17 inches must be uploaded to the City's FTP website.** Office hours are Monday through Friday, 8:15 a.m. to 4:30 p.m.



## **ARCHITECTURAL REVIEW BOARD**

### **The Architectural Review Board**

**will hold supplemental meetings at 7:30 p.m. in the 2<sup>nd</sup> Floor Conference Room, 715 Princess Anne Street, on the following dates:**

**January 23, 2012**

**February 27, 2012**

**March 26, 2012**

**April 23, 2012**

**May 28, 2012**

**June 25, 2012**

**July 23, 2012**

**August 27, 2012**

**September 24, 2012**

**October 22, 2012**

**November 26, 2012**

**December 24, 2012**

**For more information please contact:**

**(540) 372-1179**

**Erik F. Nelson, Senior Planner**

**[enelson@fredericksburgva.gov](mailto:enelson@fredericksburgva.gov)**

Downtown Facade Improvement Program  
Grant Project Completion Notice & Request for Grant Payment

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Completion  
Date: \_\_\_\_\_

Final Total Project Cost: \_\_\_\_\_

Grant Payment Amount Requested: \_\_\_\_\_  
(Not to Exceed 50% of Final Costs)

Attach the following:

- ☐ 1. Photographs clearly showing the completed improvements;
- ☐ 2. A brief statement describing any project elements that were not completed or any approved changes from the original plans;  
Note: Changes made to the plans following EDA Grant approval  
must be approved by the EDA or funding for the project may be withdrawn.
- ☐ 3. If project is in the Historic District, written evidence of ARB inspection approval;
- ☐ 4. If a building permit is required, a copy of the approved final inspection issued by the Department of Building & Development Services.

*I certify that the façade improvement project has been completed in accordance with the approved plans and specifications, that all contractors, sub-contractors and material suppliers have been paid in full and that the above information is true and accurate.*

\_\_\_\_\_  
Applicant Signature, Title

\_\_\_\_\_  
Date